

## SHINES RBWO INVOICE VALIDATION GUIDE

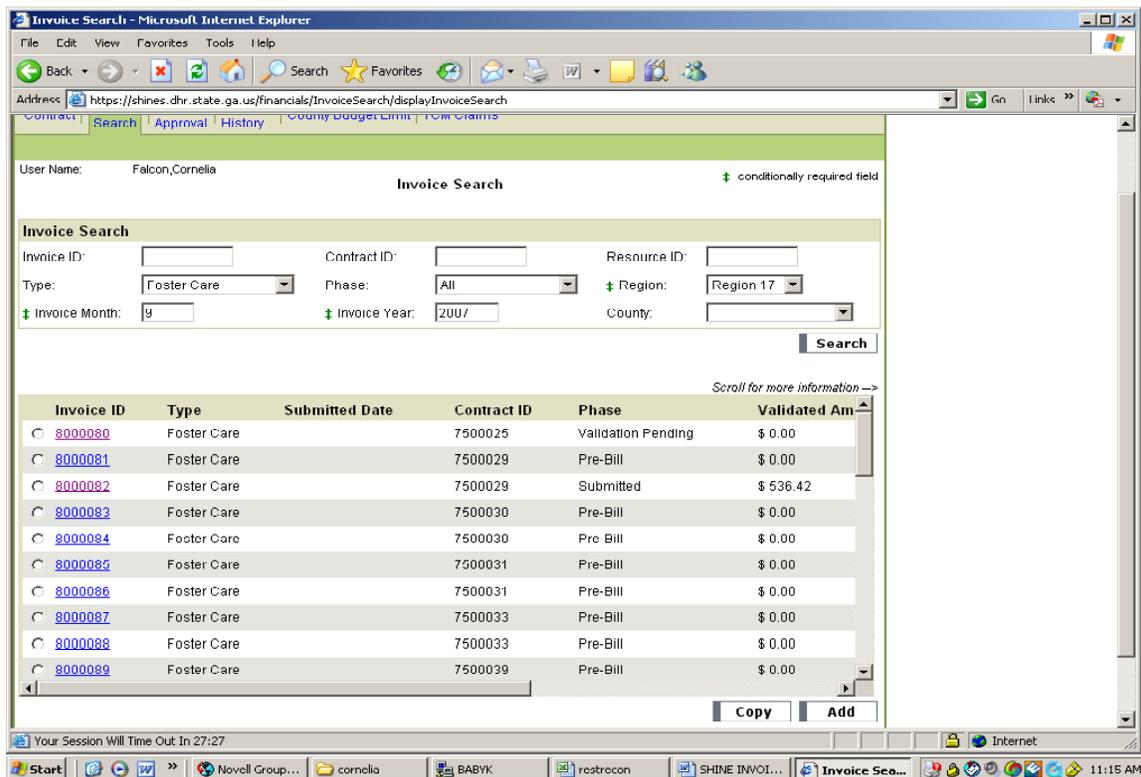
### A. Room Board & Watchful Oversight Invoices

1. Required Documents – RBWO Pre-bills from Vendor
2. Click on Financial Tab → Invoice Search Tab → Invoice Search Page

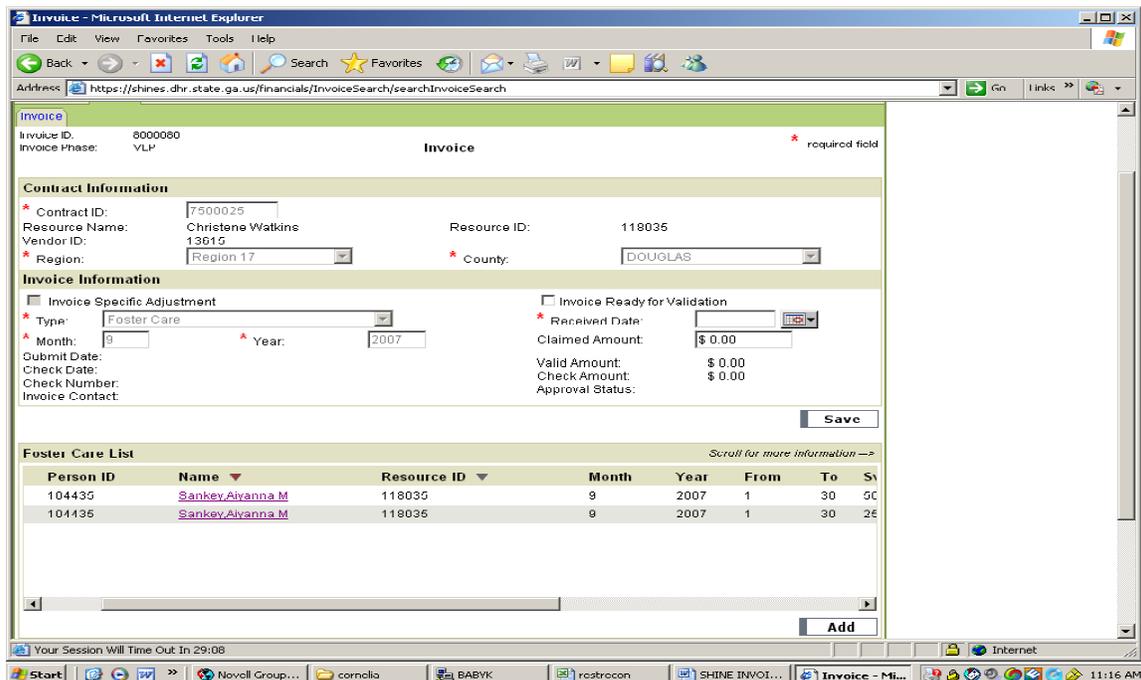
3. Enter Resource ID# (if looking for 1 resource at a time)
4. Click Type drop down menu
5. Choose Foster Care
6. Click Phase drop down menu
7. Choose Pre-Bills
8. Select Region "**Statewide**"
9. Enter service month
10. Enter service year
11. Click County drop down menu (if looking for 1 county at a time)
12. Click on SEARCH button and scroll down for Search Results

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13. Click on the Invoice ID hyperlink and verify Client/Child Name, and resource on the invoice page.



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14. Under Foster Care List Section scroll across by moving the arrow at the bottom of the page to the right and check the UAS code, daily rate, # of days and total dollar amount against Pre-bills.
15. If everything is correct and no additional costs need to be added, **go to Step 18.**

16. If there are additional costs to be paid, continue on with the next step.
17. Click the ADD button listed under Foster Care List → Foster Care Detail
  - a. Enter the Person ID from your list or Invoice header
  - b. Enter Resource ID ( *Note: If CPA enter Resource id of Non-DFCS Foster Home* )
  - c. Click on Validate and verify the child's name
  - d. Enter Service Month
  - e. Enter Service Year
  - f. Select Service Type from the pull down menu.
  - g. Enter # of days = (From 1 To 31) The system only moves you to this field if applicable to the Service Type chosen
  - h. Enter Rate and check Total Amount
  - i. Click on SAVE button.
18. Enter Received Date
19. Enter Claimed Amount.
20. Click "Ready for Validation"
21. Click SAVE
22. Follow the same process for all pre-bills.

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**B. RBWO Invoices with Restricted Funds**

1. Follow Step 1 to Step 15 under RBWO Invoice
2. Divide amount of Restricted Fund by # of days  
**Example: 178 / 30 = \$5.93 (Day rate)**
3. Subtract day rate from RF calculated in Step 2.  
**\$101.80 - \$5.93 = \$95.87**
4. Click on Name hyperlink for State Per Diem line item.
5. Change rate to adjusted amount
6. Go back to the Invoice Header Page and check under FC List Section for adjusted amount.
7. Click the ADD button listed under Foster Care List → Foster Care Detail
  - a. Enter the Person ID from your list or Invoice header
  - b. Enter Resource ID (*Note: If CPA enter the resource id for Non-DFCS Foster Home*)
  - c. Click on Validate and verify the child's name
  - d. Enter Service Month
  - e. Enter Service Year
  - f. Select The Restricted Fund Service Type from the pull down menu.
  - g. Enter # of days = (From 1 To 31) The system only moves you to this field if applicable to the Service Type chosen
  - h. Enter rate and check Total Amount
  - i. Click on SAVE button.
8. Go back to the Invoice Header Page and check under FC List Section for info entered.
9. Add Amounts to reconcile to the paper invoice:
 

|                |                  |
|----------------|------------------|
| \$5.93 x 30 =  | \$ 177.90        |
| \$95.87 x 30 = | <u>\$2876.10</u> |
| Total          | \$3,053.00       |
10. Enter Received Date
11. Enter Claimed Amount.
12. Click "Ready for Validation"
13. Click SAVE

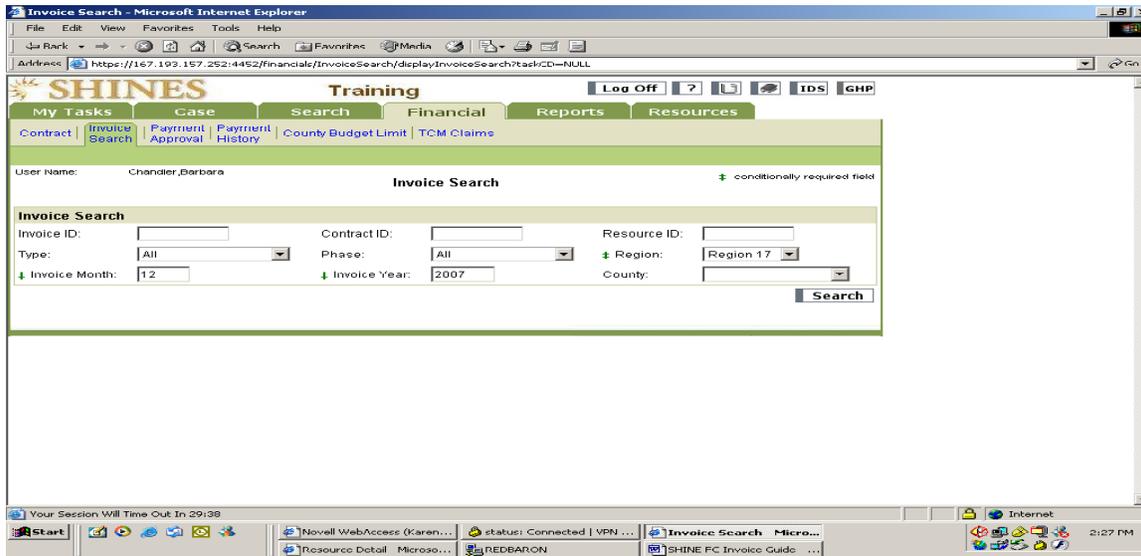
**NOTE: A STATE PROGRAM CODE IS REQUIRED WHEN USING RESTRICTED FUNDS.**

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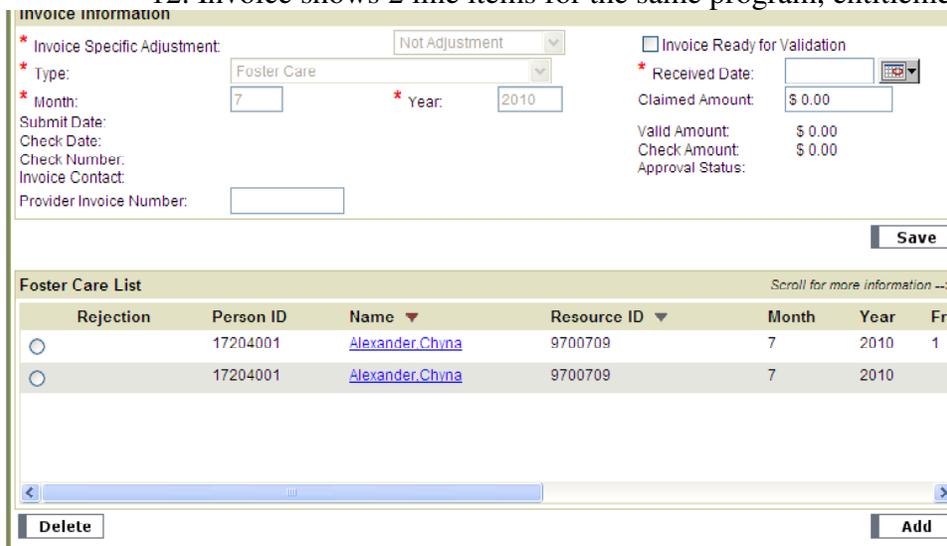
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**C. Invoices with Duplicate Line Items**

1. Required Documents
2. Click on Financial Tab → Invoice Search Tab → Invoice Search Page



1. Enter Resource ID#
2. Click Type drop down menu
3. Choose Foster Care or Delivered Services
4. Click Phase drop down menu
5. Choose Pre-Bills
6. Select Region “Statewide”
7. Enter service month
8. Enter service year
9. Click County drop down menu (if looking for 1 county at a time)
10. Click on SEARCH button and scroll down for Search Results
11. Click on the Invoice ID hyperlink and verify the child’s name and vendor, program and amount.
12. Invoice shows 2 line items for the same program, entitlement code, and amount.



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13. Click on radio button on 2<sup>nd</sup> line item and click on delete.
14. Click Save
15. Enter Received Date
16. Enter Claimed Amount.
17. Click “Ready for Validation”
18. Click SAVE
19. Follow the same process for all invoices on the list.

**NOTE: WE CAN NOT PAY A NON-DFCS FOSTER HOME DIRECTLY PAYMENTS  
MUST GO TO THE CPA RESOURCE.**